

## 4.1.2 Review and Correction via Data Set Browse

Option 2 from the StEPS REVIEW AND CORRECTION button displays a variation of the StEPS Browse Data screen found in the Tools module. This screen allows you to view one StEPS data set in spreadsheet form, using the SAS data table view. It is a quick way of viewing some or all of the variables in a data set and allows you to perform simple queries on the data set.

### The Data Set Browse Screen

To access this screen:

- Click on the REVIEW AND CORRECTION button from the StEPS Main Menu
- Select Option 2 - Review and Correction via data set browse.

The screen shown as Figure 4.1.2 appears.

	SURVEY	STATP	ID	BRID	OLDDID	PARID	PCFLG	SPLIT1	SPLIT2	SPLIT3	SPLIT4	SPLIT5	SPLIT6	SPLIT7	SPLIT8
1	NSURV	2000A	0000000002	012456789	999999999										
2	NSURV	2000A	00033030304												
3	NSURV	2000A	0051223175												
4	NSURV	2000A	00516603955												
5	NSURV	2000A	00516034255												
6	NSURV	2000A	00516039655												
7	NSURV	2000A	00519595655												
8	NSURV	2000A	00519764859												
9	NSURV	2000A	00520226159												
10	NSURV	2000A	00521873559												
11	NSURV	2000A	00522375159												
12	NSURV	2000A	00523699355												
13	NSURV	2000A	00523699359												
14	NSURV	2000A	00524351755												
15	NSURV	2000A	00533016855												
16	NSURV	2000A	00533187555												
17	NSURV	2000A	00534035755												
18	NSURV	2000A	00534959955												
19	NSURV	2000A	00535498655												
20	NSURV	2000A	00536822955												
21	NSURV	2000A	00537797455												
22	NSURV	2000A	00538773555												
23	NSURV	2000A	00538815655												
24	NSURV	2000A	00550769155												
25	NSURV	2000A	00551041355												
26	NSURV	2000A	00556563655												

Figure 4.1.2 - Review and Correction via data set browse screen

This screen offers the following features that are not available on the TOOLS version:

1. You can specify a “Default Screen to Access” (i.e., ID x ITEM, Control Information, Respondent Text) to display when you click on the ID of a respondent in the data table.
2. You can select the “One Click on ID to Access Default Screen” that will enable you to click once on an ID in the table and display the selected default screen.
3. You can browse data sets and correct individual data items by clicking on an ID. This is convenient because you can combine query capabilities with review and correction instead using the Tools module to browse, then backtracking to make changes in the Review and Correction module.

### To use this screen:

1. Select a data set to browse:
  - Enter an ID in the “ID box” to display the default screen for that ID (see step 2)
  - OR
  - Using the “Libraries” window select the library containing the data set
  - The data sets in that library will be displayed in the “Data Set” window. Click to select the one to browse.

Available libraries include the following:

#### StEPS Central Data

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● CENTRAL</li> <li>● DSDEF</li> </ul> | <p>Data and parameter files that apply across StEPS; not specific to survey</p> <p>Empty data set structures</p> |
|--|--|

#### Survey Data <Survey Name>

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● DATA00</li> <li>● DATA01</li> <li>● DATA02</li> <li>● SURVLIB</li> </ul>  | <p>Current stat period data files</p> <p>Prior stat period data files</p> <p>Prior-prior stat period data files</p> <p>Files that define survey characteristics, such as forms, users, etc.</p>  |
| <ul style="list-style-type: none"> <li>● DATALIB</li> <li>● PARMLIB</li> <li>● PARM00</li> <li>● PARM01</li> </ul> | <p>Survey data files that are not stat period specific</p> <p>Survey parameter files related to processes and modules</p> <p>Parameter files specific to the current stat period</p> <p>Parameter files specific to the prior stat</p> |

- PARM02                      period  
Parameter files specific to the prior-prior stat period
- ARCH00                      Archived data files specific to the current stat period
- ARCH01                      Archived data files specific to the prior stat period
- ARCH02                      Archived data files specific to the prior-prior stat period
- STPSUSER                      Data files related to the specific setup and defaults of the user
- SELECT                      User-created selection sets

### Temporary Data

- USERTEMP                      Temporary data files created by the user
- WORK                      Temporary data files created by StEPS

### USER Data

- USERLIB                      Survey specific data, edit rejects, etc.

The data sets available depend upon your survey and the library you selected. When a data set is selected, summary information about the data set displays in the “Data Set Information” area: data set name, number of observations in the data set, number of variables, size, date last modified, and date created. The PROCESS button enables you to examine the contents of the data set or access the Search/Extract Screen. (See chapter 5.10 for a description of these options.)

## 2. Set the screen defaults:

- Use the arrow by the window located below the ID box to display a picklist that allows you to select from the following browse screens:  
ID by Item  
Control Information  
Respondent Text
- Below the default screen box is a checkbox option labeled “One Click on ID to Access Default Screen.” If you click this checkbox, the default screen you just specified will become the default screen for that ID. Thereafter, you can click on an ID displayed in the table and this default screen for that ID will display. (Using F3 or Exit from the default screen will return you to the data set browse screen.)
- If you do not click on this checkbox, you can left-click on an ID in the table to bring up a menu reading:

Access default screen (the screen selected for this session)  
ID – No label  
Set Bookmark

Select “Access default screen” to display the screen selected as the default for this section. (See Section 5.13 for a detailed description of viewing data using the Browse Data screen, performing queries, specifying criteria to subset a data set, setting bookmarks, etc.)

To correct a data item, left-click on the ID. The default correction screen you specified will display. Make the corrections, then press F3 or use the p-menu EXIT option to return to the Browse Data Screen.

If you right-click while in the table, you will bring up a menu with these options:

Page Properties  
Print Setup  
Print Preview  
Print  
Help  
Where  
Where Clear  
Member level locking/Record level locking (a toggle)

The “Page Properties,” “Print Setup,” and “Print Preview” options display screens that allow you to format a printout of the table that is displayed. The “Print” option sends the formatted page to your printer.

“Help” takes you to a help screen.

“Where” displays the standard StEPS WHERE clause screen that assists you in creating a WHERE clause. “Where Clear” clears your WHERE clause.

The two locking options allow users with the proper permission to lock either the data table or a record in the data table to protect data from unauthorized changes.

## **P-Menu**

P-Menu for Option 2 - Review and Correction via data set browse

P-Menu	Options	Function
HELP	Data Review and Correction Menu Help (F1)	Display HELP information on using the Review and Correction Main Menu screen
	WhoamI (F7)	Display user default and systems information
EXIT	StEPS Main Menu (Home)	Return to StEPS Main Menu
	Exit (F3)	Exit to previous screen